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11 August 1953

MEMORANDUM FOR: Deputy Director of Training (Special)

SUBJECT: Use of IBM Facilities for the Reproduction of Statistical Reports.

1. In response to your request for a plan to make use of IBM facilities for the development and presentation of statistical data within the Office of Training, the following steps were taken:

a. A survey was made of the available basic data on students by the OTR Registrar. This data includes information contained in the Training Request (green sheet) and the data compiled in the form of student rosters listing those who have completed each phase of their requested training. From this data 10 items were selected. These items are:

- (1) Student's name
- (2) Office sponsoring student (staff and division)
- (3) Age of student (date of birth)
- (4) Courses completed, and dates
- (5) Date EOD
- (6) GS- rating
- (7) General classification of job, i.e., Intelligence Officer, Finance Officer, Operations Officer, etc.
- (8) Overseas Agency experience
- (9) Male or Female
- (10) Military or civilian

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2. A conference was held on 30 July 1953 with Mr. [redacted] TR(G); Mr. [redacted], A & E Staff, Chief, IBM Section [redacted] and the undersigned. It was determined that Mr. [redacted] already initiated the preparation of IBM records on students completing each phase of their training program, and all of the above data with the exception of overseas Agency experience is reflected on these IBM records. It was further determined that from the data contained on IBM cards it will be possible to prepare statistical data in response to questions such as:

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a. How many students have completed training during any given period, i.e., a month, a quarter, or during a fiscal year?

b. How many people from FI, PP, PM, or FE Division received training during any given period?

c. How many people from FI received all or any part of Basic Training, language training, etc.?

d. What types of personnel received training during any given period, i.e., EOD personnel; on-duty personnel; or personnel with overseas CIA experience?

e. What percentage of student enrollment was in age bracket 23 to 30; 30 to 35; or 35 and above?

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3. Mr. [] pointed out during this meeting that the IBM equipment which the Office of Training currently uses is inadequate to provide the type of statistics suggested in the preceding paragraph and that the current procedure is to do the preliminary punching, verifying and sorting of cards with the IBM equipment in Training and then make use of other types of equipment located in "I" Building for the production of statistical data. This procedure entails undue loss of time; delays caused by the equipment in "I" Building being used for other priority requirements; and considerable difficulty is occasioned by the transfer of files from [] R & S Building to "I" Building in conjunction with the production of statistical data. Mr. [] has submitted the following requirements for additional IBM equipment in order to be prepared to meet the projected requirements of OTR for statistical reports necessary to answer such questions as are listed above. This equipment includes:

Quantity	Item	Purchase Price	Monthly Rental
1	Tabulator, #407		\$800.00
6	Wiring Boards	\$960.00	
1	Reproducer, #514		\$120.00
6	Wiring Boards	\$252.00	
1	Collator, #077		\$ 80.00
4	Wiring Boards	\$168.00	
1	Interpreter		\$ 75.00
3	Wiring Boards	\$126.00	
1	Sorter, #082		\$ 60.00
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		\$1,506.00	\$1,135.00
		Total Purchase	Total Rental Per month

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Mr. [] has indicated that it would probably be necessary to employ two additional IBM operators. In considering the cost of the IBM equipment, it should be noted that the equipment will be very effective in the research and training evaluation programs of A & E. While the equipment is essential to furnishing statistics for students in training, it will make possible more effective operation of other A & E programs. Probably not more than half the cost should be charged to the furnishing to OTR statistics on students.

4. If it is determined that OTR wishes to go into the expense involved in the form of salaries and the procurement of the necessary equipment, it will be quite feasible to prepare accurate monthly statements including statistical data of the type referred to in paragraph 2 above, as well as to make any special analyses desired from time to time. These data will be useful from an OTR point of view in analyzing the training requirements of the Agency as reflected by student enrollments to ascertain:

- a. The level of experience which students bring to these courses;
- b. The average age of students receiving training;
- c. The unit cost of providing training;
- d. The relative enrollment of students by division.

The development of such statistics may also be used in support of OTR requirements for operationally experienced instructors and budget estimates for current and future years.

The OTR Registrar devotes approximately two days per month to the collation of statistical data for monthly reports and the current files of the Registrar are frequently used by representatives of each of the Foreign Divisions, as well as the Staff Training Officers of the Clandestine Services. It is believed that the adoption of IBM facilities for the production of statistical reports would permit fulfilling requirements of the Foreign Divisions and the principal staffs more effectively and with economy in time.

5. From the point of view of the OTR Registry, it will be necessary for TR(G) and the Language Training Branch to provide the same basic data on personnel enrolled in their programs as it is currently provided by the Clandestine Services. It is understood that this step will entail indoctrination for the Training Officers in the overt offices of the Agency and the adoption of a standard TR(G) request form. If this is done, the Registrar will have adequate data on all students from which a program of this type can be accomplished.

6. It is concluded that:

a. There are three possibilities for obtaining statistical information concerning characteristics and numbers of students trained:

(1) Determine in advance a limited amount of information desired and set up a procedure whereby this can be tallied as it comes in. Two clerks would probably be required to maintain this system, and it would not permit studies for special purposes when time in getting the results was an important factor. In brief, such a system will lack speed and flexibility.

(2) Set up an IBM system involving cooperation between A & E and CIA Machine Records. While this will permit flexibility in analysis, this system will not permit rapid satisfaction of requests because of CIA Machine Records priorities. Two IBM operators will be required.

(3) Procure the proper IBM equipment and personnel for A & E. This system permits the maximum speed and flexibility.

b. An administrative determination would be necessary concerning the over-all OTR requirements for statistical data before it can be firmly ascertained that the cost connected with this program would be reasonable in terms of the benefits to be gained.

7. It is recommended that:

a. An administrative determination be made concerning the over-all OTR requirements for statistical data.

b. This program be undertaken by OTR if the requirements for statistical data are sufficient to justify the expense.

c. The IBM Section of A & E be provided with necessary equipment, sufficient air-conditioned space, estimated at 600 square feet, in R & S Building, for the installation of the additional IBM equipment and the provision for two additional persons. On the basis of previous experience with the Machine Records Unit of CIA, it is certain that better service can be rendered if this program remains within OTR.

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